

Knowledge Center How To Completing a Survey

Background: After attending training, you will be asked to complete a survey. Please assist us in assessing the delivery of these training by completing this survey in the Knowledge Center.

Step 1: Log into the Knowledge Center

Step 2: Go to your transcript, by following this trail: [Home](#) >> [My Workspace](#) >> [My Transcript](#)

Step 3: Click on the title of the training you want evaluate (be advised, surveys are not attached to online content at this point):

VDSS - SUP5704: Collaboration and Teamwork (2)	Classroom	For illustration only.	Contact Hours	12
VDSS - SUP5703: Supporting and Enhancing Staff Performance (3)	Classroom		Contact Hours	12

Step 4: Click on the survey and complete the survey:

Surveys Below is a list of surveys associated with this content that must be completed. You must complete all surveys in order to access your certificate.		
	Title	Status
VDSS Training Evaluation		Not Started

Once you have completed the survey, your certificate will populate.

***NOTE: Do not take a survey unless the event shows complete on your transcript.